



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
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PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5210.5
011
16 AUG 2002

NETPDTC INSTRUCTION 5210.5

Subj: **RECORDS DISPOSITION PROGRAM**

Ref: (a) SECNAVINST 5212.5
(b) SECNAVINST 5210.11

Encl: (1) NETPDTC Form 5212/1

1. **Purpose.** To establish procedures and assign responsibility for records retention and disposition activities in NETPDTC.

2. **Discussion.** References (a) and (b) set policy and procedures for the maintenance, use, identification and disposition of Department of the Navy (DoN) records.

3. **Definitions**

a. Records. Includes all books, papers, maps, photographs, machine-readable materials or other documentary materials, regardless of physical form or characteristics. The value of information is a major consideration in preserving records.

b. Disposition Program. Provides for the effective and efficient management of records no longer needed in an office space. The program has three primary objectives: Prompt disposal of temporary records whose authorized retention periods have expired; timely and systematic transfer to economical storage for records no longer needed but not yet eligible for final disposition; and identification and transfer of permanent records to the National Archives for preservation and for reference and research use. Most records cannot and should not be kept permanently or even for long periods. All records, regardless of media, fall into one of two categories for disposition purposes:

(1) Temporary records. These records should be destroyed, or in rare instances donated, after a fixed period of time or after occurrence of a specified event.

16 AUG 2002

(2) Permanent records. These are sufficiently valuable for historical or other purposes to warrant continued preservation by the Federal Government. Relatively few Federal records are permanent, although the exact percentage differs from agency to agency.

4. Action

a. Central Admin Services (Code 011)

(1) Administer and coordinate the command's Records Management program.

(2) Implement and maintain an accurate, current and comprehensive records maintenance schedule.

(3) Review specific procedures for records disposition.

(4) Assist NETPDTC department personnel with understanding how to identify, manage and dispose of records.

(5) Publicize the Records Management program to make all employees aware of records disposition responsibilities.

(6) Participate in the development of electronic and other record keeping systems to ensure proper disposition.

b. Department Heads and Special Assistants. Each department head and special assistant will appoint a records program representative who will conduct an annual inventory using NETPDTC Records Inventory Form (enclosure (1)), and forward to Central Admin Services by the end of each fiscal year. References (a) and (b) will be used to determine proper Standard Subject Identification Code (SSIC) and retention standards. The inventory must include the following:

(1) Date prepared.

(2) Office maintaining the files.

(3) Person conducting the inventory. List the person's name, office code and telephone extension.

(4) Record series location. Give the building and room number where records are kept. If the series is located in more

than one office, it's only necessary to inventory once and indicate multiple locations.

(5) Record series title. Give each record series a brief title for reference.

(6) Record series description. Provide a clear description of the records in each series. Descriptions should contain enough information to show purpose, use and subject content of the records.

(7) Volume. Provide the volume in either cubic feet or by the number of file drawers required. Break the measurement down to series if there is a large quantity of records per series.

(8) Cutoff. Indicate how often the records are cutoff. If they are not cutoff, explain how inactive records are separated from active records. To cutoff records means to break, or end them at regular intervals to permit disposal or transfer in complete blocks and, in the case of correspondence files, to permit establishment of new files.

(9) Disposition authority. List the schedule and item number and then the retention period (i.e.; SECNAVINST 5212.5D/1500/14/a, destroy when 2 years old).

c. Posting of Records Disposition. Each file cabinet, drawer, or guide must be posted with the disposal guidance for each record series to include the SSIC and title, cutoff/transfer dates and retention period or disposal date. This requirement may be fulfilled by placing a completed copy of enclosure (1) in the first file folder of each file drawer.

d. Records disposition. Disposition of records should be accomplished within one month from the cutoff period. Move cutoff files to lower file drawers or to other less convenient office spaces for temporary storage. Destroy all records that require disposal. Ensure records containing Privacy Act information are shredded or burned. Contact Central Admin Services (Code 011) for dispositions that require transfer to a Federal Records Center or to the National Archives.

e. Each NETPDTC employee is responsible for ensuring that the Privacy Act is not violated by observing the following:

16 AUG 2002

(1) Do not collect personal information that has not been authorized for collection.

(2) Do not keep illegal files (i.e., personnel lists) or inaccurate information.

(3) Do not distribute or release personal information.

(4) Do not maintain records longer than permitted or destroy them before the records disposal requirements are met.

(5) Do not place unauthorized documents in records systems.

(6) Ensure that all messages, faxes and e-mails that contain personal information are properly marked.

(7) Ensure that all records that contain personal information are properly destroyed.



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Distribution: (NETPDTCINST 5216.1F)
Lists I, IA and II

Web Access: MAIN INDEX
<https://pennnd09.cnet.navy.mil/netpdtc/directives.nsf>

NETPDTCINST 5210.5
16 AUG 2002

DIVISION/OFFICE:

DATE PREPARED:

INVENTORY CONDUCTED BY:

SECNAVINST 5212.5D/1560/1/
Destroy when 2 years old